

Volunteer Code of Conduct

The purpose of this Code of Conduct is to provide volunteers with clear guidelines as to their standard of behaviour, responsibilities and best practice in fulfilling their role within Junior Achievement (JA).

General Conduct

1. Will follow the Guiding Principles, Policies and Procedures of JA
2. Will inform JA of any relevant police record or other factor, or any change in their circumstances, which may make them unsuitable as a volunteer, or for any JA activity
3. Will not behave in any way, physically or verbally, or through any other medium that could be offensive to a staff member, volunteer or those you come in to contact with your JA
4. Will treat all those they meet in a professional manner and with courtesy
5. Will not bring the organisation into disrepute
6. Will not use JA to bring financial advantage to themselves or to any business in which the volunteer may have an interest e.g. by directly selling their own company's products or services
7. Will be punctual and presentable, and dress in an appropriate professional manner

Confidentiality

Will not at any time disclose information that:

- is or has been acquired during one's voluntary position, or that has otherwise been acquired in confidence
- relates to our business, or that of other persons or bodies with whom we have dealings of any sort
- has not been made public by, or with our authority

Conflict of interests

You will declare any potential conflicts of interests arising from the engagement in volunteering activity with JA.

Working with Students

1. Recognise that the role of a JA member of Staff/Volunteer places them in a position of trust with regard to children with whom they come into contact in the performance of their role - they must uphold that trust at all times
2. Not knowingly place themselves in a situation where they are alone with any student and will endeavour to ensure that there are several students and, where possible, another adult in attendance at any meetings/sessions. Volunteers must avoid remote areas and, wherever possible, leave doors open
3. Avoid using inappropriate language in front of, about, or to, a student. Staff and Volunteers must display consistently high standards of professional behaviour and appearance, acting as a positive role model for JA
4. Be aware that even well-intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described. Never make physical contact with a child in a way which may be construed as being indecent. Be aware of cultural or religious views about physical contact and always be sensitive to issues of gender
5. Not offer individual students a lift in a car (although groups may be transported where there is suitable insurance cover in place)
6. Not make arrangements to contact, communicate or meet with students outside the normal activities of the education system unless it is within the context of an approved JA activity (e.g. Trade Fairs, Skills Training Workshops etc.) that have been agreed and approved by the Link Teacher/Lecturer in advance
7. Not share any personal information with a young person and not request, or respond to, any personal information from a young person, unless it is appropriate as part of their role within JA
8. Not send personal notes/letters/emails/texts or other forms of social media communications to individual students. If it is necessary to contact an individual, ensure the Link Teacher or a JA colleague/Staff member is informed in advance and is CC'd into the conversation/given a copy - seek guidance where necessary. Do not give out personal contact details and always use a professional email address and mobile when contacting students (i.e. the information contained on a business card), as these services can be monitored. All communications need to be transparent and open to scrutiny

9. Understand that bullying will not be accepted or condoned. All forms of bullying (to Volunteer, Staff or student) will be addressed
10. Always remember that interactions between themselves and students must be such that no reasonable person observing that interaction could construe its nature as abusive or inappropriate
11. Not get involved with any discipline issues regarding the students – these will be dealt with by the school which the student attends
12. Not take any photographs or videos of the students, unless with prior consent by a member of the JA team/Link Teacher and the students' parents
13. Comply with the JA Safeguarding Policy for Staff & Volunteers. The primary concern of JA is to safeguard the wellbeing of children, young people and vulnerable adults both engaged in our activities and working with our Volunteers and Staff

Health and Safety

1. Must not take any action that could threaten the health or safety of themselves, students, staff members, other volunteers or members of the public
2. Will report all accidents and injuries at work, in accordance with the reporting procedures detailed in our Health & Safety Policy

Personal Relationships

1. Recognises that where a relationship occurs between a staff member and volunteer, or volunteer and a Link Teacher, it should be declared as soon as possible to a senior member of staff. They will consider whether any action should be taken in relation to a possible conflict of interest.
2. Is aware that personal, emotional or sexual relationships between a volunteer and a student are considered inappropriate and are therefore unacceptable. However, JA recognises that there may be times when a volunteer or Link Teacher may have a pre-existing parental/family relationship with a student and asks that it should also be declared to a senior member of staff. They will consider whether any action should be taken in relation to a possible conflict of interest

Equal Opportunities

1. Will ensure that there is no discrimination on grounds of age, disability, gender reassignment, race (including colour, nationality and ethnic or national origins), religion or belief, sex and/or sexual orientation, pregnancy and maternity, and marital or civil partnership status. These are known as the protected characteristics
2. Will ensure that no one is disadvantaged by any condition or requirement that cannot be shown to be justifiable

Conclusion

I understand that by accepting a voluntary position with JA, I am agreeing to abide by this Code of Conduct. Failure to comply with the Code of Conduct could result in my volunteering being subject to review in line with our Complaints Procedure.

For full copies of any of the policies and procedures mentioned above please visit <https://www.jaiom.im/get-involved/volunteers/> or speak to your local JA contact.

Name	
Date	
Signature	